

IES users can customize their view. The customized view can then be saved as an available view <u>or</u> the default view. An example of this would be if the Search Coordinator would like to view the supplemental question scores while reviewing the active applicant list for a job posting.

-Select the Search Coordinator role.

-From the Posting tab drop down menu select "Staff."

-Select the applicable job posting.

-Click the "Applicants" tab

-Click on the "More Search Options" link.

Open Saved Search v	Search:	Search	More search options

-From the "Add Column" drop down menu select "Supplemental Question Scores."

Contractor		
	Other Last Name Used	
	Please provide name of High School	
	Position Type	1
	Primary Phone	
	Professional License/Certification Type	
	Ranking Criteria Score	
	Reason For Leaving	
(Pend	Record Sent to Enwisen?	
	Reference Business Address	
	Reference Business Name	
	Reference Email Address	
	Reference Phone Extension	
	Reference Phone Number	
	Reference Title	
ble to applicant	nt Registration Number	
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ky.cou.posting	School City	
	School State	
	Search Proposal Number	
AL AND	Start Date	
))	State	
	State or Licensing Authority	
	Status	
Applica	n Submitted By	
	Supplemental question Score	E
and the second s	Type of Degree	
	Type of School	
Search	Workflow State Entrance Reason	a
ocuron	Workflow State Owner	
	Zip Code/ Postal Code	-
Add Column:	Add Column	-
	Inactive	



The "Supplement Question Score" column will then be added. Please note that the data is sortable.

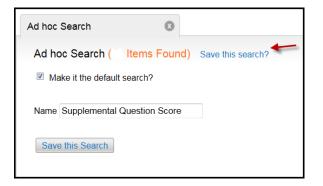
Supplemental question Score	x ↑ →
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
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-To save the view, select "Save this search?"

-If you want the view to be your default, then check the "Make it the default search?" box.

-Assign a name to the view.

-Click the <Save this Search> button



-A message should be displayed at the top of the screen indicating that the view was successfully saved:

Custom search 'Supplemental Question Score' saved

-If you saved the view as your default, the Supplement Questions Score column should automatically be displayed the next time you log into IES to review applicants. If you saved it as available view, then you should see it as an available option under the "Open Saved Search," the next time you log in to review applicants.

